



BTerrell SmartEFT 3.0 - Employee Expense User Guide

If you have any questions or need clarification, please email us at CustomerSupport@bterrell.com

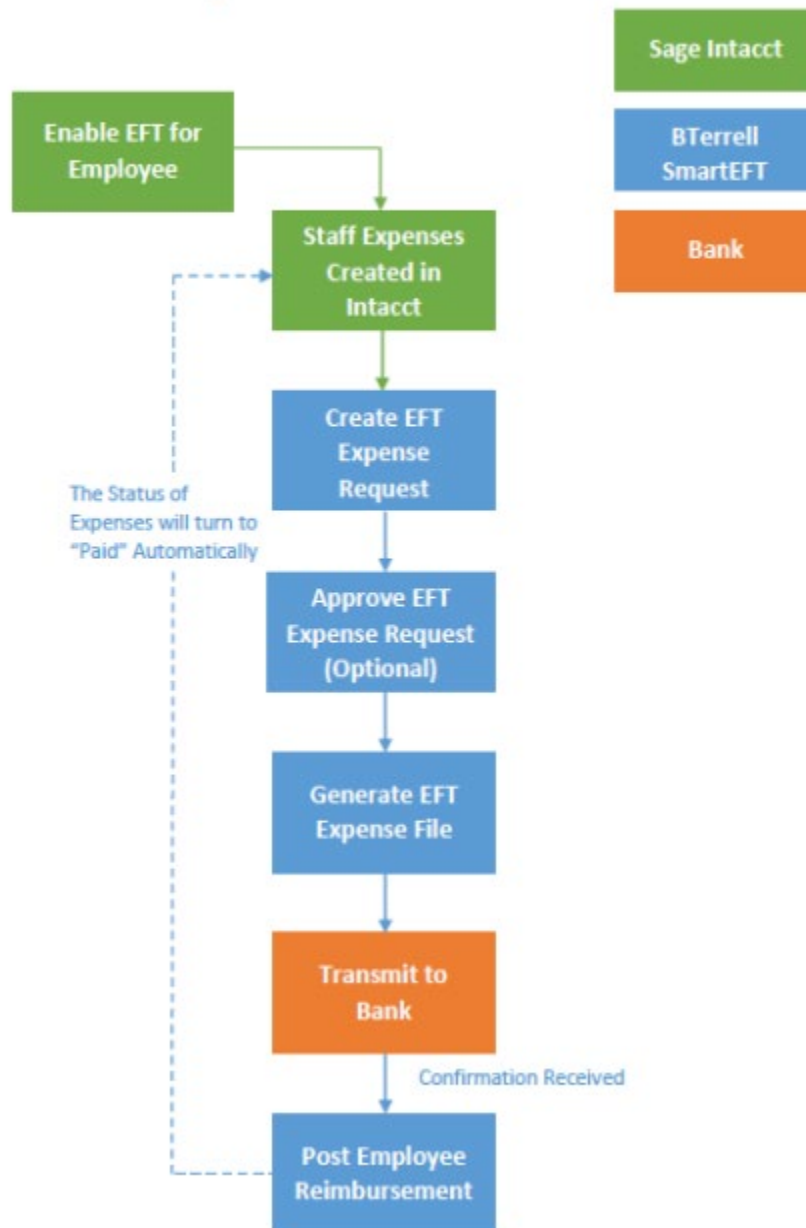
What is SmartEFT – EE

SmartEFT EE is a proprietary tool developed by BTerrell Group that allows a client to process Employee Expense and Reimbursements. It is subscribed my Company ID and can be added to existing Sage Intacct deployments. User access/permissions are managed within the Sage Intacct product.

SmartEFT – EE Workflow

EFT Manager Workflow

BTerrell SmartEFT Expenses Workflow



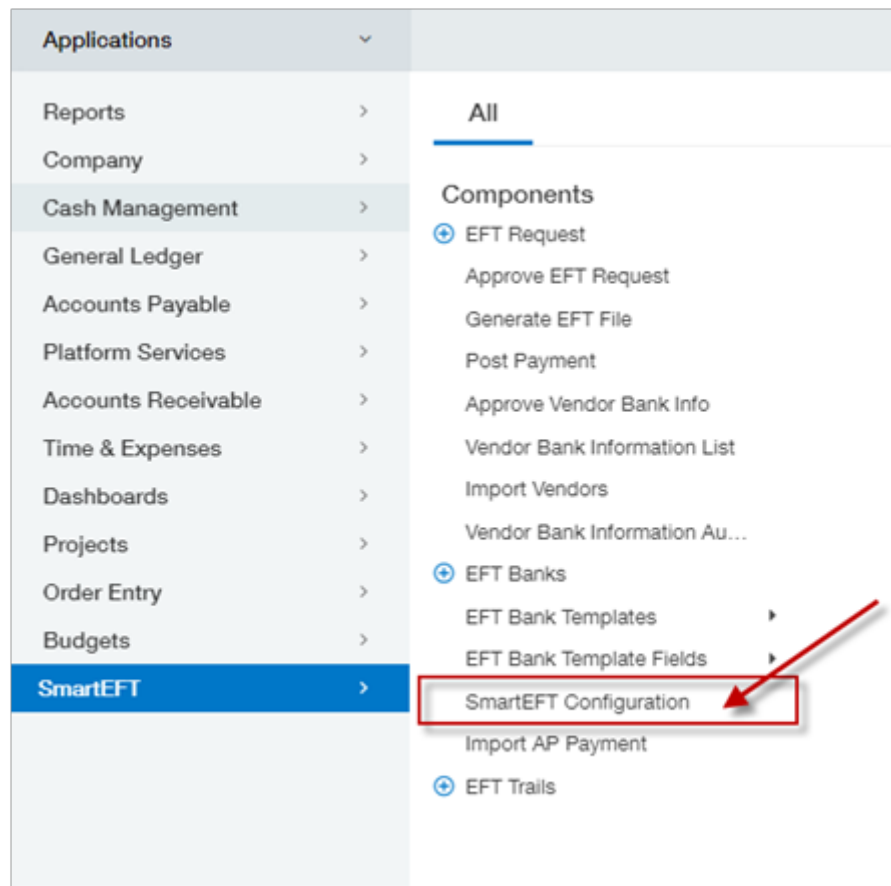
Install SmartEFT – EE

Once you have the SmartEFT – EE Subscription, the SmartEFT Module will be installed and configured by BTERRELL Professional Service team. The bank templates will be customer developed based on the formal specification provided by you/your bank.

Configuration

Enable Approval Process

If the approval process is required on SmartEFT, set up the approval process in SmartEFT > SmartEFT Configuration

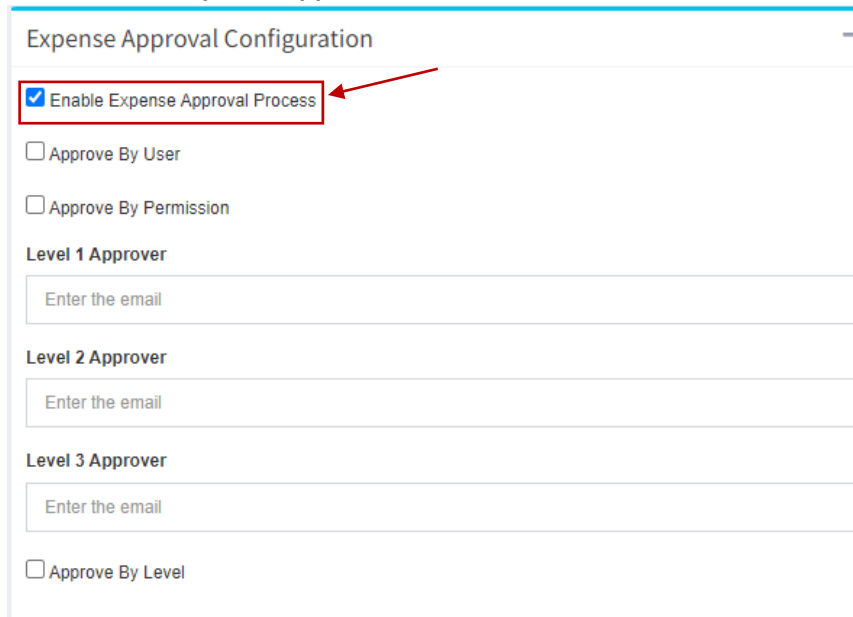


Approver

Requirements -

Subscription	SmartEFT
User Type	Business [Full or Limited] Employee
Permissions	Approve EFT Expense Request

1. Select Enable Expense Approval Process



Expense Approval Configuration

☒ Enable Expense Approval Process

☐ Approve By User

☐ Approve By Permission

Level 1 Approver

Enter the email

Level 2 Approver

Enter the email

Level 3 Approver

Enter the email

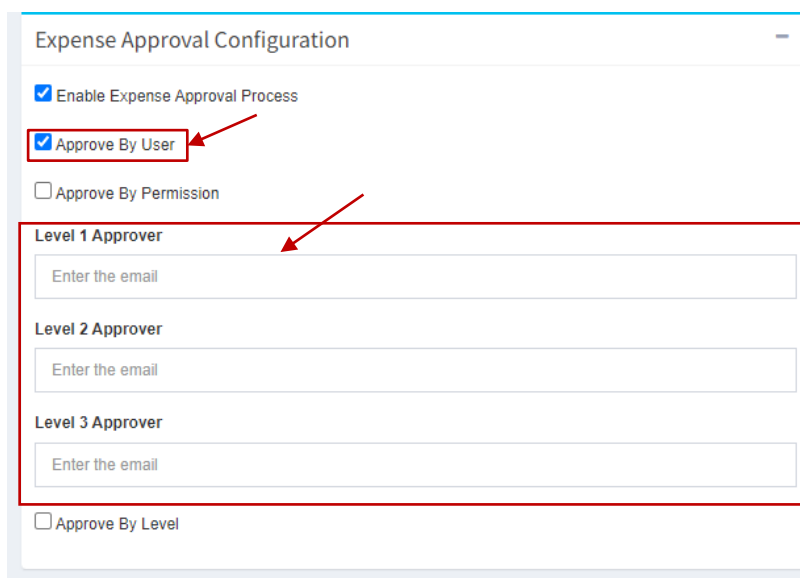
☐ Approve By Level

There are 3 different approval process options for you to choose:

1. **Approve By User** – If you want payments to be approved by specific users, select Approve By User and enter the user's email address for each level.

You can determine how many levels of approval you want (max 3 levels)

- You can have multiple users on any level of approval. You'll list their email addresses separated by a semicolon ; and no space between. Only one approver per level is required.
- The approve users must be a user in Sage Intacct with Approve Expense Request menu permission
- The approval order will be Level 1 Approve > Level 2 Approve > Level 3 Approve



Expense Approval Configuration

☒ Enable Expense Approval Process

☒ Approve By User

☐ Approve By Permission

Level 1 Approver

Enter the email

Level 2 Approver

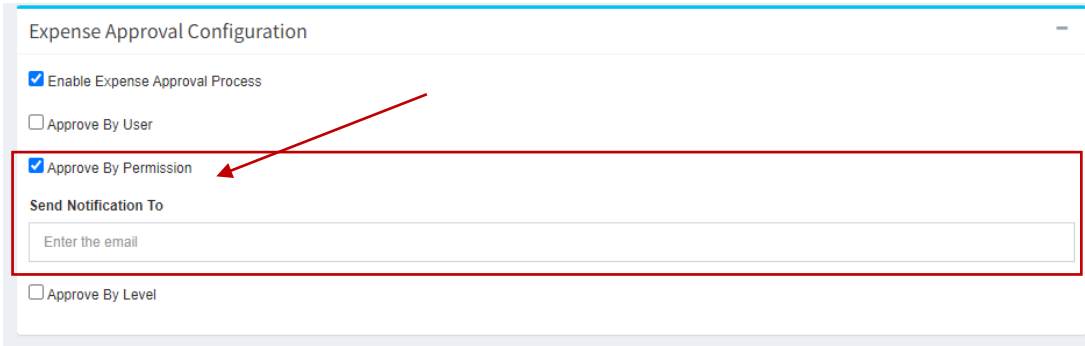
Enter the email

Level 3 Approver

Enter the email

☐ Approve By Level

2. **Approve By Permission** – If multiple users are allowed to approve, select Approve By Permission. It will only require 1 approver with the Intacct permissions to approve.
 - Any user who has access to Approve Expense Request menu can approve transactions.
 - If approvers need to receive notification email, a distribution email can be entered in to “Send Notifications To” field



Expense Approval Configuration

☒ Enable Expense Approval Process

☐ Approve By User

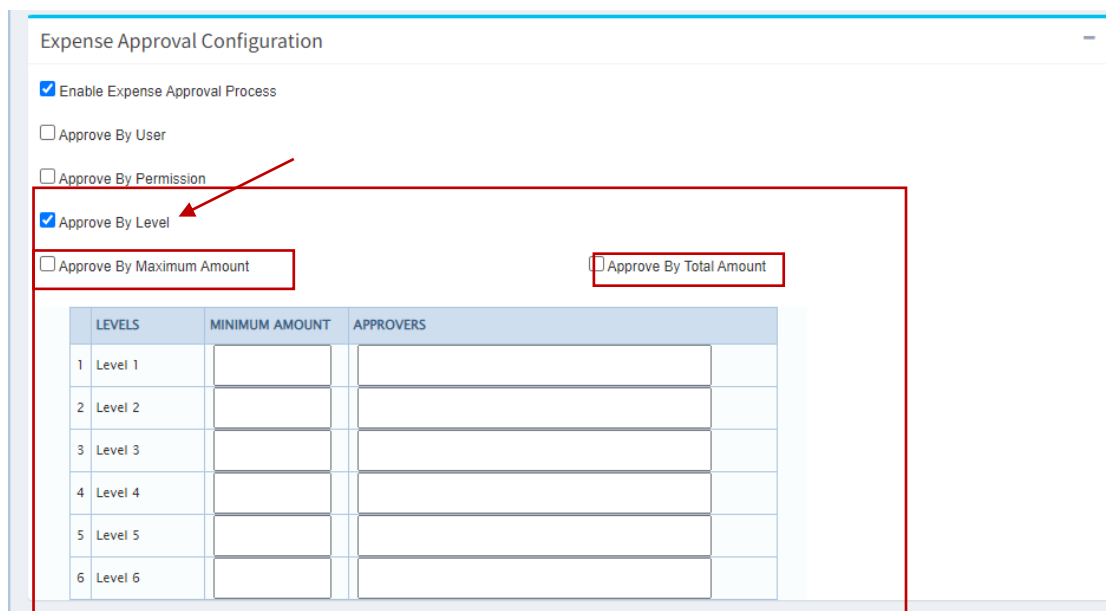
☒ Approve By Permission

Send Notification To

Enter the email

☐ Approve By Level

3. **Approve By Level** – If you want payments to be approved based on different amount level, select Approve By Level and enter the minimum amount and user’s email address for each level.
 - **Approve By Maximum Amount** – Approve payments based on the **maximum** (largest) payment amount per Expense Request
 - **Amount By Total Amount** – Approve payments based on the **total** (sum) payment amount per Expense Request
 - You can have multiple users on any level of approval. You’ll list their email addresses separated by a semicolon ; and no space between. Only one approver per level is required.
 - Amounts below Level 1 are automatically approved; do not require approval.
 - The approve users must be a user in Sage Intacct with Approve EFT Expense Request menu permission



Expense Approval Configuration

☒ Enable Expense Approval Process

☐ Approve By User

☐ Approve By Permission

☒ Approve By Level

☐ Approve By Maximum Amount

☐ Approve By Total Amount

LEVELS	MINIMUM AMOUNT	APPROVERS
1 Level 1		
2 Level 2		
3 Level 3		
4 Level 4		
5 Level 5		
6 Level 6		

4. Click **Save**

- If you have a multi-entity environment, the configuration will need to apply to each entity

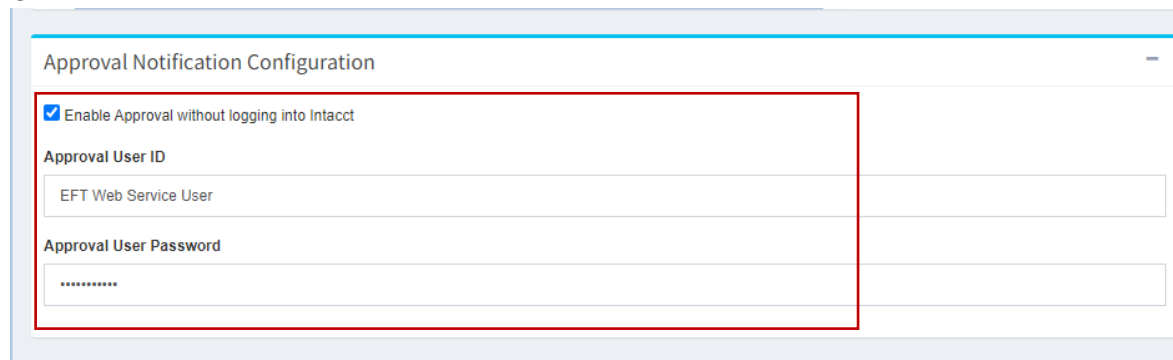
Enable Email Approval Capability

If you want to approve Expense Requests directly from the approval email notification without logging into Sage Intacct, you can enable this capability by selecting Enable Approval without logging into Intacct.

1. Create a Web Service User and assign sufficient EE approval permission. To learn how to create Web Service User, please request assistance from your Sage Intacct Account Manager or use Intacct Help Center.

https://www.intacct.com/ia/docs/en_US/help_action/Administration/Users/web-services-only-users.htm#AddaWebServicesuser

2. Use the Web Service User credential to populate the Approval User ID and Approval User Password.



Approval Notification Configuration

☒ Enable Approval without logging into Intacct

Approval User ID

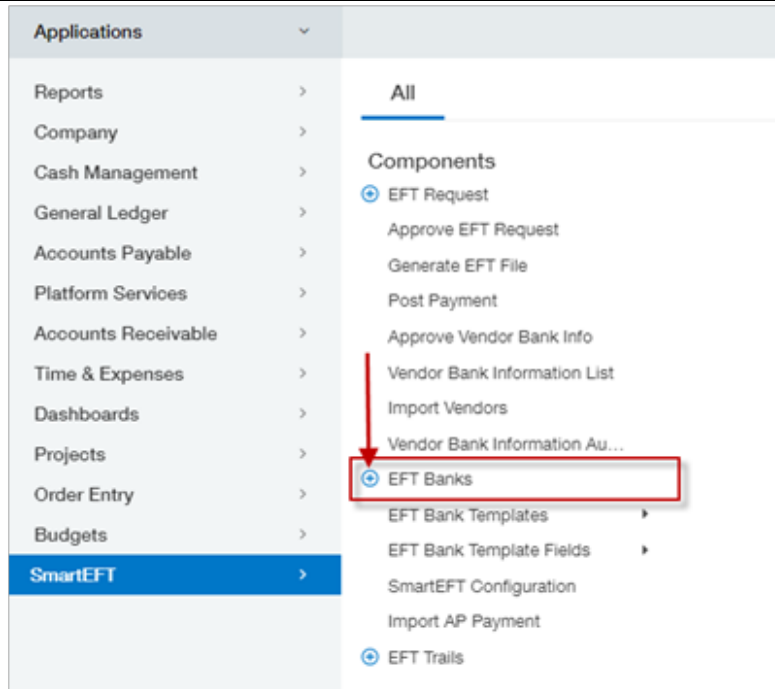
EFT Web Service User

Approval User Password

Set up EFT Bank

EFT Bank is the connector between EFT Template (bank required format) and Sage Intacct checking account. This is where you retain your internal banking information. SmartEFT will use the correct checking account and bank format based on EFT Bank.

1. Go to SmartEFT and click the “+” next to EFT Banks to add a new EFT Bank

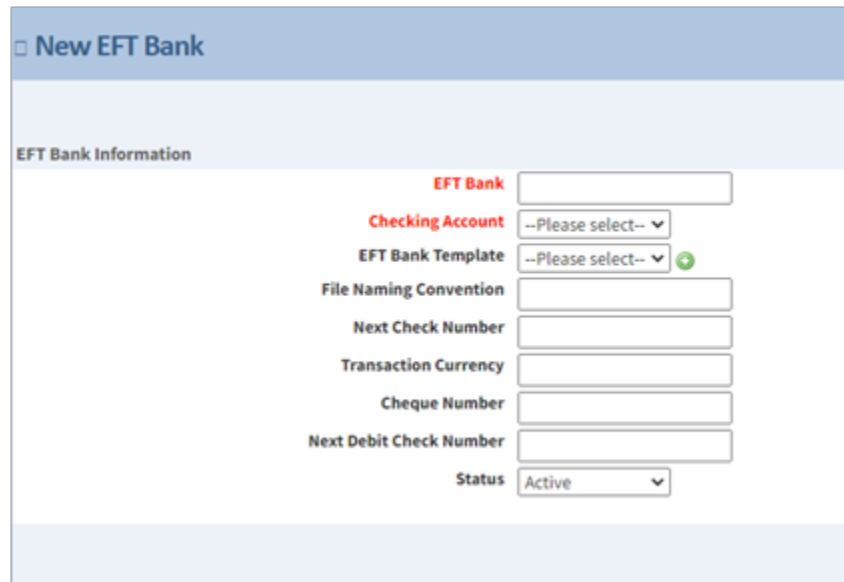


Requirements -

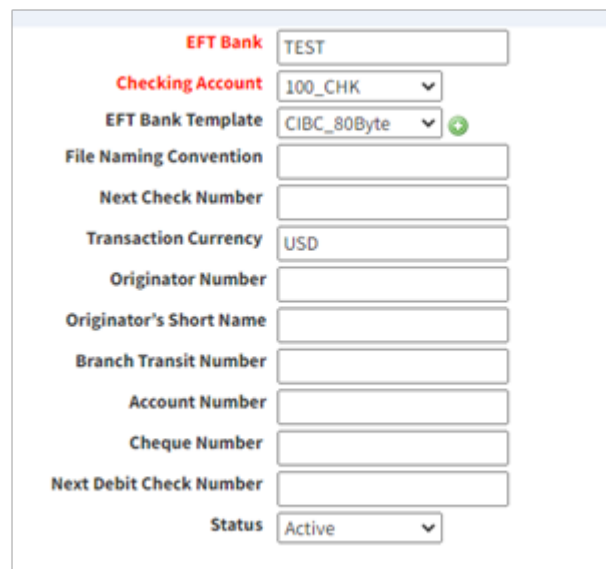
Subscription	SmartEFT
User Type	Business
Permissions	EFT Bank – List, View, Add, Edit, Delete EFT Bank Template – List, View, Add, Edit, Delete EFT Bank Template Field – List, View, Add, Edit, Delete EFT Bank Template Field Value – List, View, Add, Edit, Delete

2. Enter the name as you want it to appear on lists for the new EFT Bank
3. Select a checking account that will be used to make payments from the Checking Accounts drop down. All existing checking accounts can be found in Cash Management/Checking Accounts

- **Note:** If the checking account has been setup in entity level, the EFT Bank will need to be set up in the entity level



4. Choose an EFT Bank Template and the fields for that template will be populated.



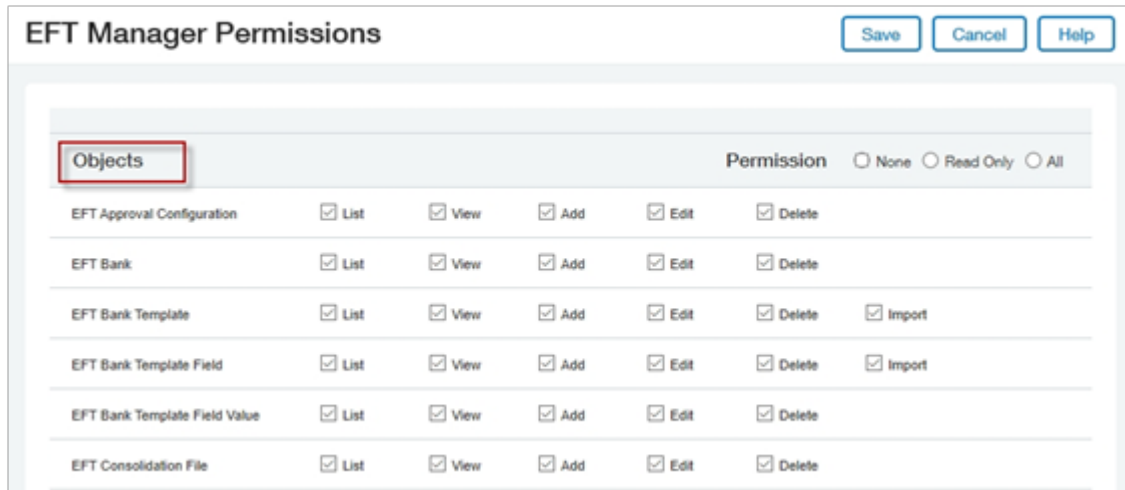
5. "File Naming Convention" should be left blank unless your bank has a special requirement
6. "Next Check Number" will be sequence number of payment transaction
7. "Transaction Currency" is the currency of the selected checking account
8. The remaining fields are related to the checking account. If you have questions, please contact your bank to request the correct information

Manage Permissions for SmartEFT and related Modules

Permissions enable users to perform a particular function/task within SmartEFT module. If you have a super user of SmartEFT, full permission should be given to that user. For multiple users with different tasks in the workflow, permission can be given based on the task. For example, you might grant a user permission to create Expense Request but not Approve Expense Request

There are 2 sections in the SmartEFT Permissions: Objects and Menus

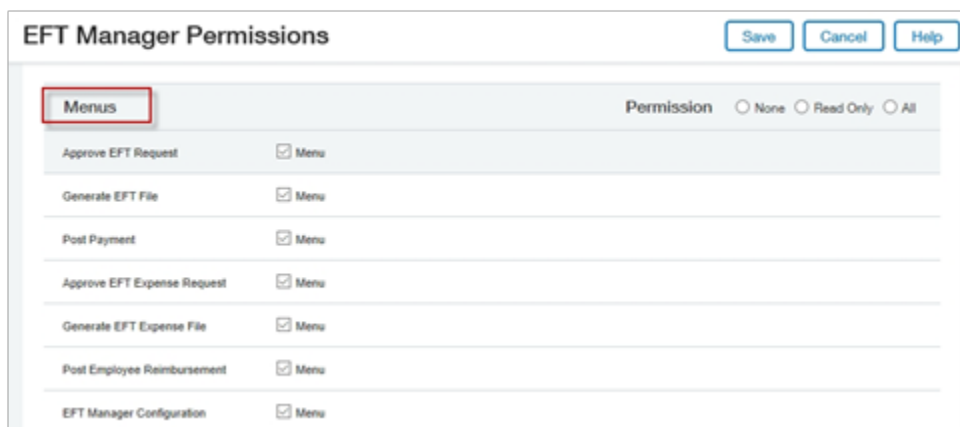
1. **Objects** section is access to database and the recommended practice is to give full Object permissions (including edit & delete) to EFT transaction users.



The screenshot shows the 'EFT Manager Permissions' window with the 'Objects' tab selected. It displays a table of permissions for various objects. The 'Permission' column has radio buttons for 'None', 'Read Only', and 'All'. The 'Objects' tab is highlighted with a red box.

Object	List	View	Add	Edit	Delete	Import
EFT Approval Configuration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
EFT Bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
EFT Bank Template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EFT Bank Template Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EFT Bank Template Field Value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
EFT Consolidation File	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

2. **Menus** section is for access control. Take a configuration as an example, for users who should not have the right to change SmartEFT configuration, they may be granted permission in Objects section, but not granted the permission in Menu section.



The screenshot shows the 'EFT Manager Permissions' window with the 'Menus' tab selected. It displays a table of permissions for various menu items. The 'Permission' column has radio buttons for 'None', 'Read Only', and 'All'. The 'Menus' tab is highlighted with a red box.

Menu	Menu
Approve EFT Request	<input checked="" type="checkbox"/>
Generate EFT File	<input checked="" type="checkbox"/>
Post Payment	<input checked="" type="checkbox"/>
Approve EFT Expense Request	<input checked="" type="checkbox"/>
Generate EFT Expense File	<input checked="" type="checkbox"/>
Post Employee Reimbursement	<input checked="" type="checkbox"/>
EFT Manager Configuration	<input checked="" type="checkbox"/>

If you have a limited user of SmartEFT, it is suggested to give full permission of Objects section and to use the Menus section to limit access by function

3. In addition to the permissions within SmartEFT module, EFT users will also need below permissions in Company, Cash Management, and Time & Expense module

Company Permissions

Save Cancel

Clear Company Data	<input type="checkbox"/> Run				
Departments	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Department Groups	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Entities	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
Inter-entity account mapping	<input type="checkbox"/> View	<input type="checkbox"/> Edit			
Funds	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete

Cash Management Permissions

Save Cancel

Reconcile Bank	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete	<input type="checkbox"/> Reconcile	<input type="checkbox"/> Report	<input type="checkbox"/> Reopen
Bank Transactions	<input type="checkbox"/> List	<input type="checkbox"/> View						
Reconcile Credit Card	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Reverse			
Charge Card Accounts	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete			
Checking Accounts	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete			
Savings Accounts	<input type="checkbox"/> List	<input type="checkbox"/> View	<input type="checkbox"/> Add	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete			

Time & Expenses Permissions for intacct

Save Cancel Help

Expense Summaries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/> List Expenses	<input checked="" type="checkbox"/> Add Expense	<input checked="" type="checkbox"/> View Expense	<input checked="" type="checkbox"/> Edit Expense	<input checked="" type="checkbox"/> Delete Expense	<input checked="" type="checkbox"/> Reverse Expense
My Expenses	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete						
Expense Adjustments	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Reverse	<input checked="" type="checkbox"/> Reclass				
Approve Expenses	<input checked="" type="checkbox"/> List										
Expense Approval Levels	<input checked="" type="checkbox"/> Level 1	<input checked="" type="checkbox"/> Level 2	<input checked="" type="checkbox"/> Level 3	<input checked="" type="checkbox"/> Level 4	<input checked="" type="checkbox"/> Level 5	<input checked="" type="checkbox"/> Level 6					
Select to Reimburse	<input checked="" type="checkbox"/> Run										
Approve Reimbursements	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> Level1	<input checked="" type="checkbox"/> Level2	<input checked="" type="checkbox"/> Level3	<input checked="" type="checkbox"/> Level4	<input checked="" type="checkbox"/> Level5	<input checked="" type="checkbox"/> Level6				
Pay in Advance	<input checked="" type="checkbox"/> Run										
Print checks	<input checked="" type="checkbox"/> Run										
Print Payment Copies	<input checked="" type="checkbox"/> Run										

4. Grant Permissions to Approvers

If Approval workflow is turned on within EFT manager module, the approvers need to be assigned both Time & Expense permissions and SmartEFT permissions

Time & Expenses Permissions for intacct

Save Cancel Help

Expense Summaries	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/> List Expenses	<input checked="" type="checkbox"/> Add Expense	<input checked="" type="checkbox"/> View Expense	<input checked="" type="checkbox"/> Edit Expense	<input checked="" type="checkbox"/> Delete Expense	<input checked="" type="checkbox"/> Reverse Expense
My Expenses	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete						
Expense Adjustments	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Reverse	<input checked="" type="checkbox"/> Reclass				
Approve Expenses	<input checked="" type="checkbox"/> List										
Expense Approval Levels	<input checked="" type="checkbox"/> Level 1	<input checked="" type="checkbox"/> Level 2	<input checked="" type="checkbox"/> Level 3	<input checked="" type="checkbox"/> Level 4	<input checked="" type="checkbox"/> Level 5	<input checked="" type="checkbox"/> Level 6					
Select to Reimburse	<input checked="" type="checkbox"/> Run										
Approve Reimbursements	<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> Level1	<input checked="" type="checkbox"/> Level2	<input checked="" type="checkbox"/> Level3	<input checked="" type="checkbox"/> Level4	<input checked="" type="checkbox"/> Level5	<input checked="" type="checkbox"/> Level6				
Pay in Advance	<input checked="" type="checkbox"/> Run										
Print checks	<input checked="" type="checkbox"/> Run										
Print Payment Copies	<input checked="" type="checkbox"/> Run										

To update permissions, you must be a full administrator or be a limited administrator with privileges to "grant permissions."

To learn more about how to use user/role permission, please check out Sage Intacct Help Center

https://www.intacct.com/ia/docs/help_qx/Administration/Permissions/assign-permissions-to-roles.htm

Enable Employees for SmartEFT – EE

The SmartEFT will only process payments for the Employees that are enabled for SmartEFT.

1. Mass upload method
 - Download an import template for your bank template
 - i. Navigate to SmartEFT > Employee Bank Information List

Reports >
Company >
Cash Management >
General Ledger >
Accounts Payable >
Platform Services >
Accounts Receivable >
Time & Expenses >
SmartEFT >
Dashboards >
Order Entry >
Budgets >

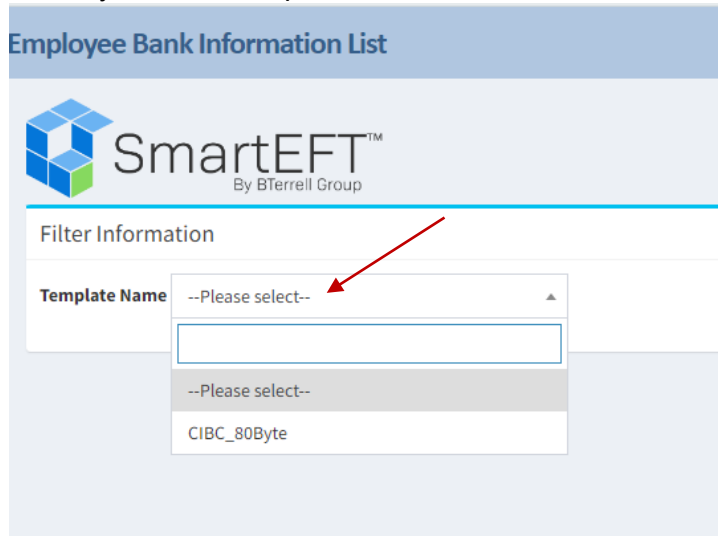
All

SFTP Audit Trial Report
⊕ Positive Pays
⊕ Void Positive Pays
EFT Consolidation Files ▶
EFT Remittance Advice File
Import AP Payment
Import AR Payment
Mass Reverse
Payment Register
⊕ EFT Expense Request
Approve EFT Expense Requ...
Generate EFT Expense File
Post Employee Reimbursem...
Approve Employee Bank Info
Employee Bank Information ...
Import Employee
Employee Bank Information ...

Requirements -

Subscription	SmartEFT
User Type	Business
Permissions	Employee Bank Information List Import Customers EFT Bank Template – List, View, Add, Edit, Delete EFT Bank Template Field – List, View, Add, Edit, Delete EFT Bank Template Field Value – List, View, Add, Edit, Delete

- ii. Select your bank template and click Search button



Employee Bank Information List

SmartEFT™
By BTERRELL Group

Filter Information

Template Name --Please select--

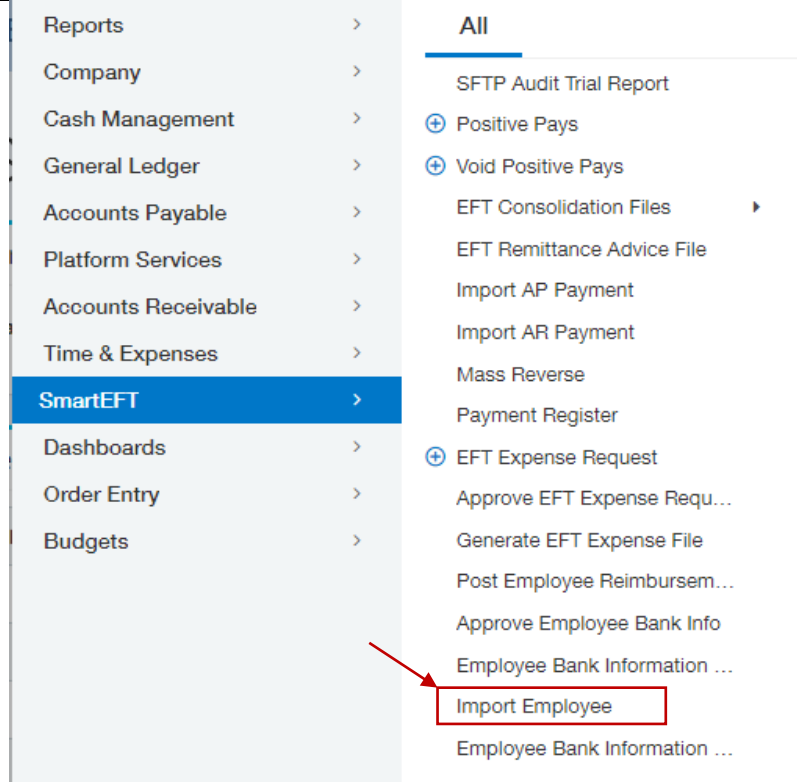
--Please select--

CIBC_80Byte

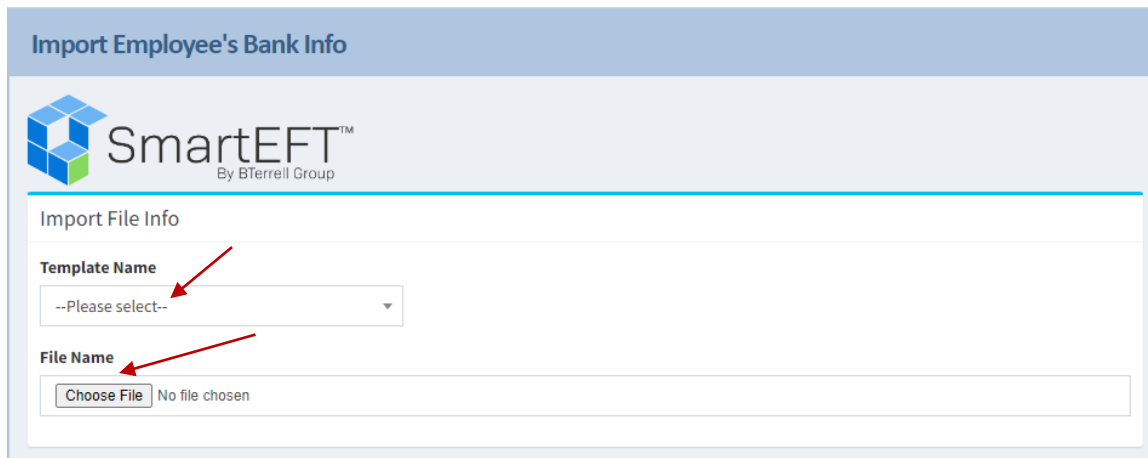
- iii. The existing vendors that are enabled for this bank template will be listed on the page
- iv. Click the “Export” button to download the file
- v. Clean the existing data in the file and save the file as excel
- Populate the templates with existing Employees and their bank information.

Note: This import template cannot be used to Add new Employees

- Save the file to CVS format
- Navigate to **SmartEFT > Import Employee**



- Select the **Template** and the file downloaded



- Do not Close/ Refresh the page until receiving the processed successful message

2. Enable Individual Employee

- Navigate to **Time & Expense > Employee**
- Edit the Employee that will be using the SmartEFT program

Note: The enable function can be used only on existing Employee

- Click on **SmartEFT** tab, check the box “**Enable SmartEFT**”
- Select the appropriate template for the Employee and input other available bank information fields. The fields will differ for different templates

Employee Information

Employee information Contacts Cost rates Reimbursement information **SmartEFT**

☒ Enable SmartEFT

EFT Bank Template

CIBC_B0Byte

Transaction Code *

Name *

Institution ID

Branch Transit Number

Payee/Payor Account Number

Cross Reference Number

Payee/Payor Name

Sundry Information

Submit

- Click **Submit** to submit the Employee's Banking Information

Employee Information

Employee information Contacts Cost rates Reimbursement information **SmartEFT**

☒ Enable SmartEFT

EFT Bank Template

CIBC_B0Byte

Transaction Code *

123

Name *

Institution ID

3333

Branch Transit Number

87898

Payee/Payor Account Number

667788

Cross Reference Number

665544

Payee/Payor Name

usww

Sundry Information

mmmm

Submit

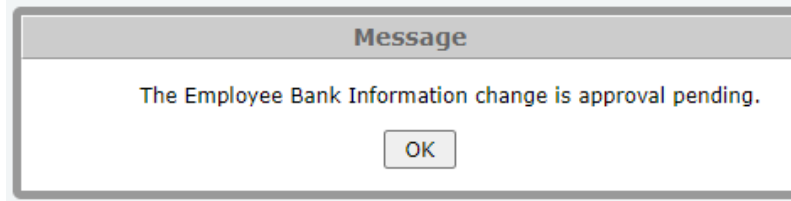
- If the approval process is not enabled on Employee bank information, it will show the pop-up message “The Employee Bank Information is saved successfully.”

Message

The Employee Bank Information is saved successfully.

OK

- ii. If the approval process is enabled on Employee bank information,
 1. It will show the pop-up message “The Employee Bank Information is approval pending.”



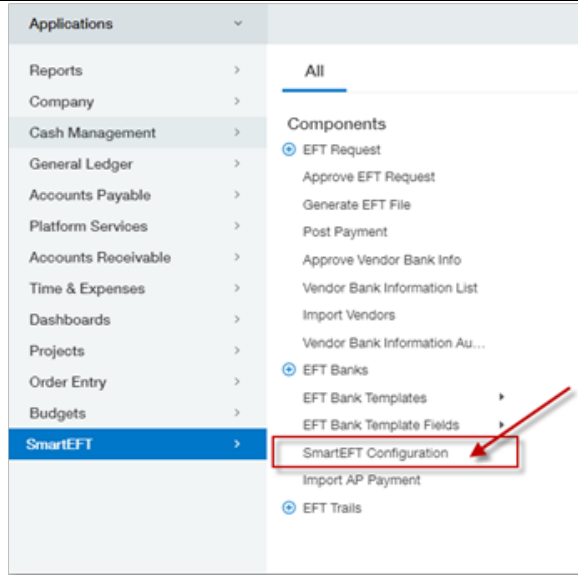
2. Click **OK** to close the message
3. Click **Save** to save the employee record
4. The designated approver will need to navigate to **SmartEFT > Approve Employee Bank Info**, then approve the Employee bank information submission there.

Note: The Approve Employee Bank Info function will not work with a mass upload.

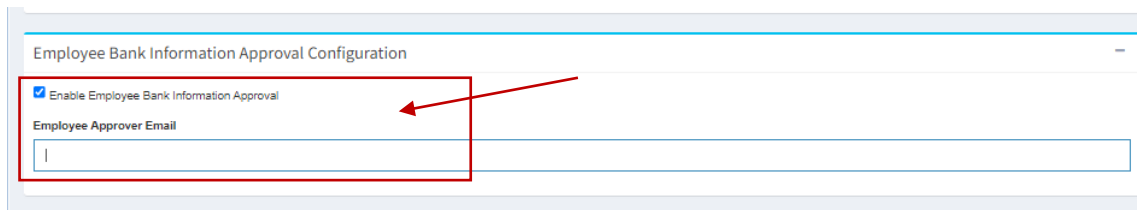
Enable Employee Bank Information Approval

If the approval process is required on Employee Bank Information, set up the approval process in **SmartEFT > SmartEFT Configuration**

Subscription	SmartEFT
User Type	Business
Permissions	SmartEFT Configuration -- List, View, Add, Edit, Delete Approve Employee Bank Info



1. Select **Enable Employee Bank Information Approval** and enters the Approver's email in the box below
 - It allows multiple email addresses, separated by semi-colon, no space. Only 1 approval needed
 - The approvers' email must be the same as the email used for their Sage Intacct User profile



2. Click **Save**.

Enable SFTP Capability

If the subscribed to SFTP service, BTerrell developer will enable and setup this section for you in **SmartEFT > SmartEFT Configuration**

The SFTP information BTerrell Team used for setup is from your bank.

If any of the current SFTP information is changed, your bank is responsible for updating you regarding the new information, and you can then reach out to BTerrell support team to request the change on the SmartEFT software.

SFTP Configuration

☒ Enable SFTP

SFTP Host

SFTP User

SFTP Password

SFTP Port

SFTP Private Key

SFTP Upload Folder

[Update SFTP](#)

Use SmartEFT EE to Make Payments

June 2025

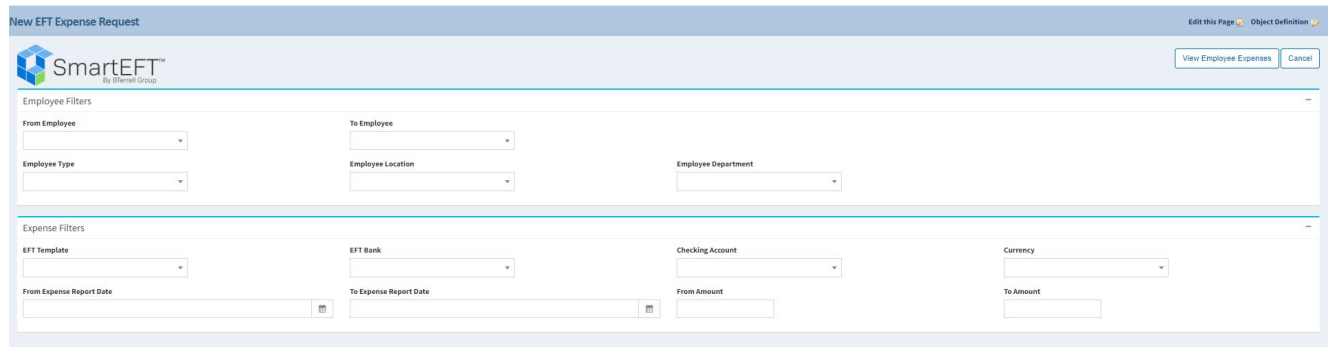
Step 1: Create EFT Expense Requests

Create an EFT Expense Request for staff expenses created in Time & Expenses Module.

1. Got to SmartEFT module and click the “+” sign next to EFT Expense Request to add a new EFT Expense Request



2. On the filter page, apply the filters you need and click **View Employee Expense**



Page rendered in 22 ms, loaded in 349 ms.

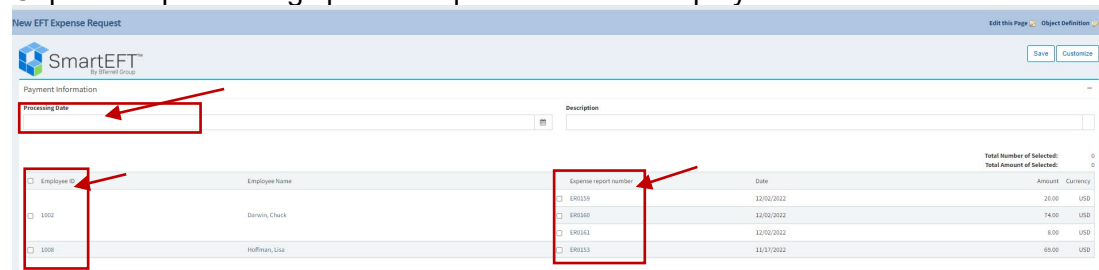
Filters	Description
From/To Employee	Optional. Select a range of employees. The sequence is ordered by Employee ID.
Employee Type	Optional. Type of the employee
Employee Location	Optional. Location of employee
Employee Department	Optional. Department of employee

Filters	Description
EFT Template	Optional. Select the EFT Template that you'd like to use. If your template supports multiple checking accounts in one file feature, select EFT Template only.
EFT Bank	It is recommended to select EFT Bank to indicate the template and checking account.
Checking account	EFT Template selection is required.
Currency	Payment Currency. Not bank currency.

From/To Expense Report Date	Optional. Select the range of date
From/To Amount	Optional. Select the range of the expense amount

Note: The fields with * are required.

3. On the next page, select the Processing Date
 - The date can be today or any day in the future depending on the limitations of your bank
4. Employee ID
 - Can process ALL expense request for each individual employee
5. Expense Report Number
 - Capable of processing specific requests for each employee



Employee ID	Employee Name	Expense report number	Date	Amount	Currency
1002	Darwin, Chuck	ER0160	12/02/2022	74.00	USD
1008	Hoffman, Lisa	ER0161	12/02/2022	69.00	USD

6. Click **Save**
7. A new EFT Expense Request is created

Step 3: Approve EFT Requests

If approvals are turned on, the EFT Request must be approved before the creator can generate a payment file.

- If the **Email Approval capability is enabled** in the SmartEFT Configuration, the approver can directly approve/decline the EFT Request from email without logging into Sage Intacct. The creator receives an email notification regarding whether his/her request was approved or declined.



EFT Expense Approval Process Email Notification

Hi,

An Intacct user has submitted an EFT Expense Request for your approval.

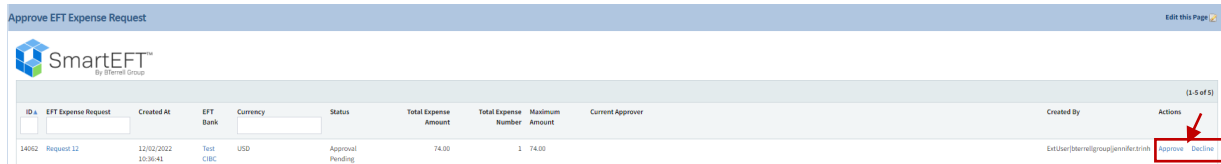
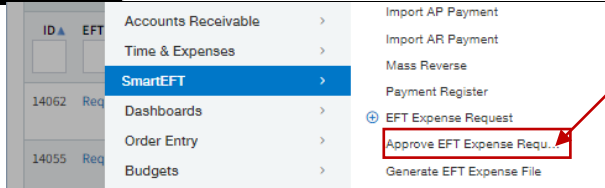
Details of the Top Level's request are below:

Employee	Report ID	Date	Processing Date	Amount	Currency
1002 -- Darwin, Chuck	ER0160	12/02/2022	12/02/2022	74	USD

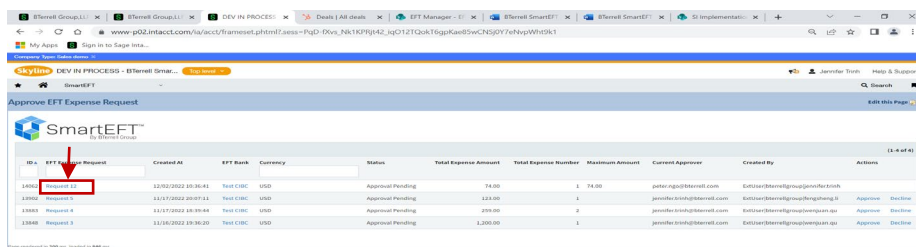
Total Amount: 74

If you agree, you can click **Approve** if you disagree, you can click **Decline**.

- If the **Email Approval capability is NOT enabled** in the SmartEFT Configuration, the approver will log into Sage Intacct, go to **SmartEFT > Approve EFT Expense Request**, and then approve/decline the EFT Expense Request. The creator receives an email notification regarding whether his/her request gets approved or declined.



- If the approver needs to see the transaction included in the EFT Expense Request before Approval/Decline, select an EFT Expense Request to open the detailed page



- If the **EFT Expense Request is declined**, you can go to edit the EFT Request accordingly and change the request to status to Approval Pending. Afterwards, the request will be re-routed to approval workflow again

Editing EFT Request

If you want to make changes to an existing EFT Expense Request, you can edit the EFT Request by following the steps below.

Changing the EFT Request status or edit EFT Request information exclude transactions from being processed

1. Go to **SmartEFT > EFT Expense Request**, click on the **Edit** function on the EFT Expense Request

14079	Request 13	12/06/2022 13:15:36	Test CIBC	USD	Posted	EFT_221206141644.txt	10.00	1	ExtUser bterrellgroup peter.ngo	View
14062	Request 12	12/02/2022 10:36:41	Test CIBC	USD	Approval Pending		74.00	1	ExtUser bterrellgroup jennifetrinh	Edit View Delete
14055	Request 11	12/02/2022 10:34:06	Test CIBC	USD	Ready to process		20.00	1	ExtUser bterrellgroup jennifetrinh	Edit View Delete
13977	Request 10	11/21/2022 19:08:53	Test CIBC	USD	File Generated	EFT_221121201110.txt	5,200.00	2	ExtUser bterrellgroup wenjuan.qu	Edit View Delete

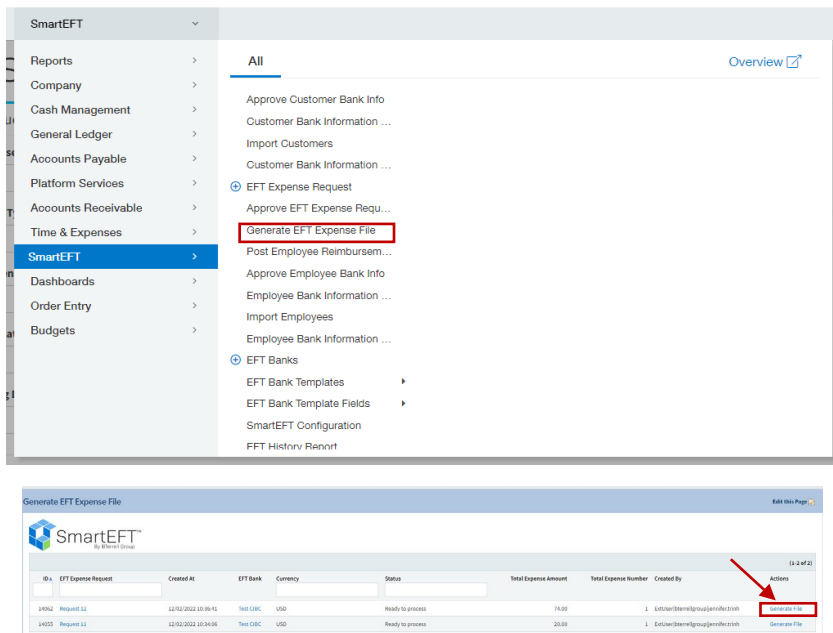
2. You can make below changes to this EFT Expense Request on this page-
 - Edit the EFT Expense Request name
 - Edit the EFT Expense Request status
 - Edit the EFT Expense Request processing date
 - Edit the EFT Expense Request description

- Uncheck the select box for the transaction(s) that needs to be excluded
3. Click **Save**
 4. If you'd like to include the excluded transaction in a new EFT Expense Request, it is available to process now

Step 4: Generate an EFT File

Once the request is approved, you can generate the EFT file for the EFT Expense Request

1. Go to **SmartEFT > Generate EFT Expense File**, find the EFT Expense Request, click on **Generate File**.



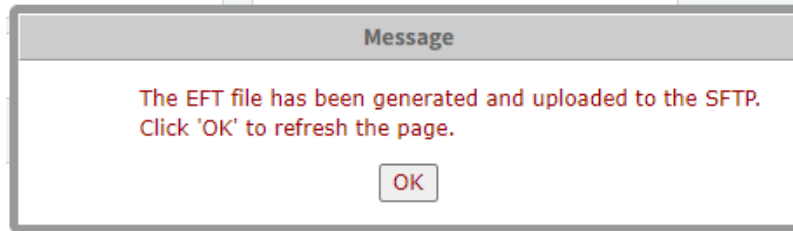
2. Once the EFT file has been generated, on the pop-up window-
 - Click "Download" and it will take you to the EFT Expense Request list, you can use the hyperlink to download the EFT file for the EFT Expense Request. The file will be downloaded to the default location defined by your browser settings
 - Click "Cancel" to continue generating files for another request

On the EFT Expense Request list, you can find the hyperlinks with the file name for all existing EFT Requests that have been generated. You can click on the link to download the EFT file at any time

14079	Request 13	12/06/2022 13:15:36	Test CIBC	USD	Posted	EFT_221206141644.txt	10.00	1	ExtUser[btterrellgroup]peter.ngo	View
14062	Request 12	12/02/2022 10:36:41	Test CIBC	USD	File Generated	EFT_221220100759.txt	74.00	1	ExtUser[btterrellgroup]jennifertinh	Edit View Delete
14055	Request 11	12/02/2022 10:34:06	Test CIBC	USD	Ready to process		20.00	1	ExtUser[btterrellgroup]jennifertinh	Edit View Delete

3. Then, upload the EFT file to your bank's online portal for payment

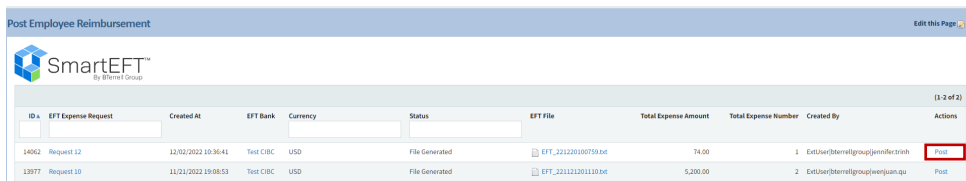
- If the SFTP service is subscribed, once the EFT file has been generated, the file will be automatically uploaded to your bank's online portal for processing



Step 5: Post the Payment

After the file is accepted by the bank and the funds are transmitted, post the payment via SmartEFT

1. Navigate to the **SmartEFT > Post Employee Reimbursement**, locate the EFT Expense Request.
2. Click **"Post"** on the Actions column



ID #	EFT Expense Request	Created At	EFT Bank	Currency	Status	EFT File	Total Expense Amount	Total Expense Number	Created By	Actions
14062	Request 12	12/02/2022 19:36:41	Test CIBC	USD	File Generated	EFT_22120100759.txt	74.00	1	ExtUser@terrellgroup.com	Post
13977	Request 10	11/21/2022 19:08:53	Test CIBC	USD	File Generated	EFT_2211211011101.txt	5,200.00	2	ExtUser@terrellgroup.com	Post

3. The payment will then be posted successfully, and status of the EE bill(s) included in this EFT Expense Request will be paid in Time & Expense module.

Remittance Notification

1. If the Customers have enabled for automatic notification, remittance emails will be sent out by Sage Intacct once the bill status is changed.

To learn how to set up notification, please contact your Sage Intacct Account Manager or Help Center.

https://www.intacct.com/ia/docs/help_qx/Accounts_Payable/Payments/Payment_notifications_and_copies/notify-vendors-that-they-ve-been-paid.htm

2. If you are subscribed to the custom email notification function, the emails will be sent out once you post the payment in SmartEFT module.

If the notification email failed to send out, use the Resend function to send out again. If the failure continues to happen, please check your SMTP information on the Configuration page, or contact your IT team to troubleshoot SMTP.

